

The LEA/SEA Referral Reconciliation System was developed to create an easy, efficient method for locating and reconciling discrepancies found in child records during the Part C to Part B transition process. The purpose of this system is to prevent multiple State IDs (KIDS IDs) from being assigned to the same child, and to ensure that the information being transferred is accurate.

Part B User Manual

System Access

The system may be accessed by logging into the KSITS web system at <https://www.ksits.net>. Upon login, Part B (KSDE) users will be automatically directed to the LEA-SEA Referral System.

Main Screen

The main screen of the system contains two tabs, Referral System and Reports. The Referral System tab is selected by default when the system is first opened. In this tab there are two list boxes and 4 buttons used for selecting the districts to open. The list box on the left shows the school districts available for the user to select. The list box on the right shows the currently selected districts to be opened.

To select a district to open, first select it from the list on the left, then press the "Include Selected >" button. You will now see the selected district in the list on the right. To select all districts, press the "Include All >>" button. You will now see ALL districts in the list on the right. Use the "< Remove Selected" and "<< Remove All" buttons to remove them from the list of districts to open.

Once you have selected the districts you wish to open, press the "Open" button to open the Referral System for the selected districts.

Referral System

Once you have selected the district(s), the Referral System will be opened. The Referral System contains 4 tabs- Open Cases, All Cases, Accepted, and Rejected.

The Open Cases tab is selected by default when the system is opened. The grid is filled with cases which have been referred to Part B and have not yet been accepted or rejected by your agency.

Cases may be accepted, rejected as unknown, or rejected for other reason by marking the checkbox for each case and then pressing the appropriate button at the top of the screen. All cases may be selected by marking the checkbox at the top of the grid.

Cases Rejected for Other reason require a reason to be selected. When this option is selected, a screen will appear with a list of the cases selected and a drop down list to select the reason for rejecting.

Use the tabs to view all cases, only cases which have been accepted, or cases that have been rejected. When viewing these tabs, an additional option to reopen cases is available.

The Return to Lookup button will close the Referral System and return the user to the main screen.

Reports

The Reports tab on the main screen allows users to run reports by district and within a specified date range. Users may select to run the report for All cases, Open cases, Accepted cases, or Rejected cases. Districts are selected in the same manner as mentioned for the referral system. Reports will only show cases for the districts shown in the list box on the right.

Once the districts have been selected, choose the desired report from the drop down list, then enter the date range the report should include referrals for. Press the Run Report button to create the report. The report will then open in a new window for viewing and may be downloaded as a PDF, XLS, HTML, or RTF file for future use or printing.